

CONFIDENTIAL

(ADMIN<sup>NY</sup> - Gen)

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DCI/ICS-86-4631  
8 December 1986

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MEMORANDUM FOR:   
Chief, Administrative Staff

FROM:   
Executive Secretary, COMIREX

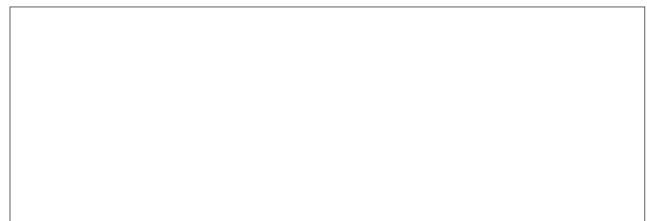
SUBJECT: Reservation of Conference Room 6W02 - COMIREX Meetings (U)

REFERENCE: 27 June 1985 Memorandum on Same Subject (U)

1. The COMIREX normally meets on the first and third Wednesdays of each month. We, therefore, request that Conference Room 6W02  be reserved for COMIREX use on these days.

2. Additionally, we are planning to have several special meetings on the last Wednesday of the month. Other special meetings may be necessary from time to time depending on the needs of the Committee. I have listed in the attachment the appropriate dates for the regular and anticipated COMIREX meetings from now until December 1987. (This memorandum supercedes the referenced request.)

3. The COMIREX meeting proper (1000-1330 or 0930-1330) should be posted on the lobby bulletin board as "COMIREX." The pre-COMIREX session (0930-1000 or 0900-0930) should not appear on the bulletin board. We also request that one overhead projector be available for use in the conference room during COMIREX meetings. (U)



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<u>DATE (WEDNESDAY)</u>	<u>PRE-COMIREX</u> (Do Not Post)	<u>COMIREX MEETING</u> (Please Post)
1986		
17 December 1986	0930-1000	1000-1330
1987		
7 January	0930-1000	1000-1330
21 January	0930-1000	1000-1330
4 February	0930-1000	1000-1330
18 February	0930-1000	1000-1330
25 February (Special)	0900-0930	0930-1330
4 March	0930-1000	1000-1330
18 March	0930-1000	1000-1330
1 April	0930-1000	1000-1330
15 April	0930-1000	1000-1330
6 May	0930-1000	1000-1330
20 May	0930-1000	1000-1330
27 May (Special)	0900-0930	0930-1330
3 June	0930-1000	1000-1330
17 June	0930-1000	1000-1330
1 July	0930-1000	1000-1330
15 July	0930-1000	1000-1330
5 August	0930-1000	1000-1330
19 August	0930-1000	1000-1330
26 August (Special)	0900-0930	0930-1330
2 September	0930-1000	1000-1330
16 September	0930-1000	1000-1330
7 October	0930-1000	1000-1330
21 October	0930-1000	1000-1330
4 November	0930-1000	1000-1330
18 November	0930-1000	1000-1330
2 December	0930-1000	1000-1330
16 December	0930-1000	1000-1330

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